

VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376

REV(11/01)

Description of Position	TITLE OF POSITION: Prin. Human Svs. Business Officer	CLASSIFICATION CODE: 02648400
	SALARY RANGE: (A28) \$44875 - 50748	REFERENCE POSITION NO.: 1258-10000-416
	Department of Human Services	APPLICATION PERIOD: 12/20/05 - 12/27/05
	Division/Section/Unit Mgmt. Svs.	GRACE PERIOD ENDS 12/30/2005
	Assignment(s) / Comments PLEASE APPLY BY RESUME ONLY	
	Shift and Days: Monday - Friday 8:30 - 4:00 NS	Job Location: Office of Financial Mgmt.
	Restrictions/Limitations: LTPS Until 06/10/2006	Louis Pasteur Bldg., Cranston
	Position Covered By Collective Bargaining Union Agreement	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Name of Bargaining Unit Union: RIASSE, Local 580	
	There is* is not <input checked="" type="checkbox"/> a Civil Service List for this position	See A/B or Both for Specific Instructions
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
• Reasonable Accommodations:		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• Medical Information:		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	DUTIES / RESPONSIBILITIES:	
	Please see the attached.	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	EDUCATION: Graduation from a college of recognized standing with specialization in Accounting or Business Administration; and	
	EXPERIENCE: Employment in a responsible position in a public agency or in private industry involving advanced professional accounting and/or advanced professional auditing work;	
	Or , any combination of education and experience that shall be substantially equivalent to the above education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	Tammy L. Lonardo	Telephone #: 401-462-2481
	Dept of Human Services/Office of Human Resources	Fax #: 401-462-2041
	600 New London Avenue	TTY/TDD #: 401-462-3363
	Cranston, RI 02920	(Telecommunication Device for the Deaf)



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

**DEPARTMENT OF HUMAN SERVICES
OFFICE OF FINANCIAL MANAGEMENT
PRINCIPAL HUMAN SERVICES BUSINESS OFFICER
1258-10000-416**

- To be responsible for various D.H.S. Contracts to insure fiscal accuracy and compliance with various federal and state requirements;
- To be the primary fiscal person for various D.H.S. programs, including Social Service Block Grant, Community Services Block Grant, Emergency Food Assistance Program, Emergency Housing Assistance Program, Refugee Resettlement Program, State Head Start Program, State Legislative Grants and various other programs;
- To prepare various federal and state financial reports relating to these programs and to confer with federal and state officials including auditors on fiscal matters;
- To perform professional accounting duties, relating to Human Services Programs, including maintaining financial records, preparing vouchers and accounting transactions, reconciliations and various fiscal duties;
- To be responsible for oversight and reviewing A-133 audits of sub-recipients, including working with non-profit agencies to address audit recommendations;
- To do related work as required.